



**Tennessee Air National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number**



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

07-191

**OPENING DATE: 9 JUL 07
CLOSING DATE: 30 JUL 07
CLEARANCE: SECRET**

LOCATION

118th AW

CITY

Nashville

STATE

TN

POSITION TITLE

Aircraft Mechanic Supervisor

PAY PLAN

WS

SERIES

8852

GRADE

10

PD NUMBER

40082-385545

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$26.45 - \$30.89

MILITARY COMPATIBILITY

2A3XX, 2A5XX, 2A6XX

*****Must be eligible for promotion to Master Sergeant*****

AREAS OF CONSIDERATION

FIRST: Permanently employed Air Technicians in Nashville, TN.

SECOND: Permanently employed Air Technicians Statewide.

THIRD: Qualified members of the Tennessee Air National Guard.

FOURTH: Applicants eligible for membership in the TN Air National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated non-supervisory work.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. (2) Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units. (3) Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. (4) Performs the non-supervisory work of the function as needed. (5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. (6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. (7) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 36 months experience in positions that required a working knowledge of troubleshooting, repairing, maintaining, servicing, inspecting, and modifying aircraft to include installing equipment on aircraft. This experience must be at a level which demonstrates the applicant has the ability to provide technical assistance and organize assignments for subordinates; estimate materials and manpower needed for specific jobs; read and interpret blueprints, diagrams, schematics, and technical publications; and maintain records and reports.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced. Resume must reflect military and non-military experience related to the position for credit.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained.

1. Ability to plan and organize the work of the assigned organization and meet deadlines.
2. Knowledge of aircraft repair functions.
3. Ability to effectively communicate and work with others.
4. Ability to oversee and train subordinates, to deal objectively with workers, and render sound supervisory decisions.
5. Ability to devise new methods.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

NONE

REQUIRED CERTIFICATION

NONE

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNNG HRO Pamphlet 58, or an SF 171, or an OF 612, to include relevant military experience.
- (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
- (3) **All applicants** must complete form TN ASE 02 or on a separate sheet address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
- (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.

APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

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POINTS OF CONTACT:

Lt Col Ken Jones:	(615) 313-3031 or DSN 683-3031
MSG Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMSgt Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.